



Application for Employment
Citizens Federal Savings Bank

Home Office and Downtown Branch Office: Leavenworth, KS
Branch Office: Basehor, KS

PLEASE PRINT

Personal Information

Last Name _____ First _____ Middle _____ Date _____

Street Address _____ Telephone _____
 _____ () _____

City, State and Zip Code _____ Business Telephone _____
 _____ () _____

Have you ever applied for employment with us? _____ Social Security Number _____
 Yes No If Yes: Month and Year _____

Position and Branch Location Desired _____ Pay Expected _____
 _____ \$ _____ Per Hr/ Mo/ Yr

Apart from absence for religious observance, are you available for full-time work? _____ Will you work overtime if asked?
 Yes No If no, what hours can you work? _____ Yes No

When will you be able to begin work? _____ Are you legally eligible for
 _____ employment in the U.S.?
 Yes No

Education

| School | Name and Location of School | Course of Study | Number of Years Completed | Did you Graduate? | Degree or Diploma |
|----------------|-----------------------------|-----------------|---------------------------|-------------------|-------------------|
| Graduate | | | | | |
| College | | | | | |
| Business/Trade | | | | | |

| | | | | | |
|-------------|--|--|--|--|--|
| High School | | | | | |
| Elementary | | | | | |

Special Training or Skills

What types of special training or skills do you have? (languages, machine operation, etc.)

Membership in Professional or Civic Organizations

(Exclude those which may disclose your race, color or national origin.)

Employment

Please give an accurate and complete full-time and part-time employment record. Start with your present or most recent employer.

| | |
|---|--|
| Company Name: | Telephone Number () |
| Address: | Employed (Month/Year): From To |
| Name of Supervisor: | Reason for Leaving: |
| May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | Weekly Pay: Start Last |
| State Job Title and Describe Your Work: | |

| | |
|---|--|
| Company Name: | Telephone Number () |
| Address: | Employed (Month/Year): From To |
| Name of Supervisor: | Reason for Leaving: |
| May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | Weekly Pay: Start Last |
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| Company Name: | Telephone Number () |
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| Name of Supervisor: | Reason for Leaving: |

| | |
|--|--|
| May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | Weekly Pay: Start _____ Last _____ |
| State Job Title and Describe Your Work: | |

Miscellaneous

The information requested is needed for a legally permissible reason. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law prohibits discrimination based on age and citizenship. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types of discrimination based upon ancestry, marital status or physical or mental handicap or disability.

How long have you lived at your present address? _____

What was your previous address? _____

How long did you live at your previous address? _____

Have you ever been bonded? Yes No If Yes, with what employer(s)? _____

Are you over 18 years of age? Yes No *Employment is subject to verification of age.*

Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court? Yes No

If Yes, describe in full: _____

References

List the names and telephone numbers of three references who are not related to you.

| <i>Name</i> | <i>Telephone Number</i> | <i>Years Known</i> |
|-------------|-------------------------|--------------------|
| | | |
| | | |
| | | |

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for nonconsideration of this application, or termination, if I am employed by this Employer. I give this Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability this Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. This Employer is an Equal Opportunity Employer. This Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law. I understand that just as I am free to resign at any time, this Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make assurances to the contrary. I understand that screen tests for illegal drug use may be required as a condition of employment.

Signature of Applicant

Date

Company Use Only:

| | |
|---|--|
| O - Outstanding – Applicant is exceptional. Is recognized as being far superior to others. | I – Improvement Needed – Applicant is deficient. Below the standards required of the job. |
| V – Very Good – Applicant clearly exceeds the position requirements. | U – Unsatisfactory – Applicant is generally unacceptable. |
| G – Good – Applicant is competent and dependable. Meets standards of the job. | N/A – Not Applicable |

| General Factors | Rating | Supportive Details or Comments |
|--|--------|--------------------------------|
| Experience The extent to which the applicant's background and experience are consistent with the requirements of the job. | | |
| Education The extent to which the applicant's schooling is relevant and sufficient for the requirements of the job. | | |
| Job Knowledge The extent to which the applicant possesses the practical/technical knowledge required on the job. | | |
| Information About General Work Field The extent to which the applicant has a thorough knowledge or is familiar with the field. | | |
| Communication Skills The extent to which the applicant can communicate effectively. | | |
| Motivation The extent to which the applicant seems to have a true desire to work and has an interest in the position. | | |
| Composure The extent to which the applicant seems to be in control and able to handle pressure. | | |
| Initiative The extent to which the applicant appears to seek out new assignments or additional duties when necessary. | | |
| Overall Impression The applicant's overall dress/appearance and responsiveness are considered as to the requirements of the job. | | |

- This applicant is:
- () A strong candidate
 - () A possible candidate
 - () Of no further interest

Comments:

Interviewer: _____

Date: _____